

Headley Theatre Club Website

General Information

The website has been constructed using standard WordPress facilities.

It is hosted by WP Buzz Ltd.

Its native website address is <https://headleytheatreclub.uk> but it's also accessible via www.headley-village.com/drama.

Management of the Website

The Website Manager has overall responsibility for the content of the website.

Responsibility for updating information contained in sections of the website may be delegated to other designated individuals. Details of these responsibilities are shown under 'Contacts' on the website.

Static historical information on past productions up to September 2024 continues to be held on Jo Smith's website, and our current website automatically links to this portion of his site.

Details of past productions after that date are held on the new website.

Technical Details

Images intended for use on the site should be either '.jpg' or '.png' type, resized and cropped if necessary before being uploaded to the Media Library. A short-edge size of around 750 pixels is recommended (but see note below under **Linking to a Media Library file**). Note that '.tif' and '.bmp' files are NOT acceptable.

PDF documents may also be uploaded to the Media Library (eg. programmes, scripts, etc). Note that Word '.doc' and PowerPoint '.ppt' files are NOT acceptable.

Naming Conventions for files and pages

Pages and Media files associated with a particular production should be given a name beginning with the year, month and production name, eg. '2025-01-Cinderella'. It is suggested that images should be given a sequential number within this format, eg. '2025-01-Cinderella-01'. PDF files should say what they are, eg. '2025-01-Cinderella-programme'. **Give the file its name before you copy it into the Media Library.**

This convention allows us to easily find files associated with a particular production when the Media Library contains many files from many productions.

Note that these names are not case sensitive, and spaces or hyphens may be used to separate words.

But note also that WordPress adds its own 'date stamp' to a file name, so if you upload a revised version of a file it will NOT overwrite the old one in the Media Library. You have to re-link to new file from any page which uses it – and remember to delete the old version from the Media Library to avoid leaving 'litter'.

Linking to a Media Library file

As stated above, we use the Media Library to hold our pictures and PDF files.

When you need to access these when constructing a Page there are two options:–

- If you want to display a picture as part of the page, click the ‘+’ symbol at the appropriate point on the page, select ‘image’, select ‘media library’, click on the required image and then ‘select’. If you want it to ‘expand on click’ then choose the ‘(.)’ symbol and select ‘expand on click’.
- If you simply want a link which will display an image separately, first go to the Media Library, right-click on the required file and select ‘Copy image address’ – then go to the page needing the link, select ‘edit mode’, highlight the required text, select ‘Insert/edit link’, paste the link address and ‘apply. Note: This does NOT work for PDFs (see below)
- If you want to add a link to a PDF (for example a Programme) go to the Media Library, left-click on the required file, in the side panel click ‘copy URL to clipboard’ address’ – then go to the page needing the link, select ‘edit mode’, highlight the required text, select ‘Insert/edit link’, paste the link address and ‘apply.

How to set up a photo page on the website for a show

Open the folder of photos from the show on your archive disc (or memory stick)

Open a blank folder on your computer to receive chosen photos

Copy chosen photos from the archive to the blank folder

Arrange photos in desired sequence (tip: by adding 010, 020 etc to the start of the file names – leaving the trailing zero allows you to insert pics into the sequence later)

For each photo, crop if necessary and resize (short side 750 pixels)

Rename the photos to website conventions, eg. 2025-01-Cinderella. [The computer will add (1) etc to keep them in sequence]

Open the website as an Administrator

Upload the photos to the website Media Library

Open a new page (‘Add Page’) on the website and give it the title of the new show
(tip: then copy the contents of an existing show’s page into the new page)

Replace the photos currently on this new page with the ones you have just put to the Media Library

Change the text on the page with your own, relating to the new photos

Add new blocks or delete any surplus blocks from the page as required

Save the page

Add a link to it on the ‘Past Productions’ page

*Note: Items in **BOLD** possibly need to be done with the assistance of the show’s director
Other actions can be done by the Website Manager*